

**POLSON RURAL FIRE DISTRICT
BOARD MEETING MINUTES**

Fairgrounds Fire Station No. 1

February 08, 2017

7:00 p.m.

Notice: All meetings for the Polson Rural Fire District Board of Trustees are recorded.

Board trustees present: Ron Roberts, Jack Konitz, Fred Nelson.

Board trustees absent: R. Jack Clapp, John Doty

Staff: Fire Chief Paul Laisy, Finance Officer Bonnie M. Manicke.

Guests/Visitors: Lee Manicke, Tom Eddy, Drew Hoel, Will Woodger, Grant Clapp, Michael Hingiss, and Derrik Gerke.

Vice-Chair Roberts opened the meeting with the Pledge of Allegiance at 7:09 p.m. {00:37}.

Minutes January 11, 2017 {00:58} – Advised agenda items should be addressed to the Board Secretary-Treasurer Jack Konitz at least ten (10) days in advance of the meeting. **Trustee Nelson motion to approve January 11, 2017 minutes. Trustee Konitz second. Motion passed unanimously by voice vote.**

Communications {03:27} – None.

Claims: {03:34} – Trustee Konitz questioned the First Bank Card purchase SCBA tanks and accessories. Chief Laisy indicated the SCBA equipment is used. The purchase will complete the inventory to maintain an adequate supply. Vice-Chair Roberts questioned the books purchased for EMR class. The used student text books are for training. Trustee Nelson noted the Cosner Comtech invoice is for modification of communication license to move the repeater to Jette Hill. **Trustee Nelson motion to pay January, 2017 claims. Trustee Konitz second. Motion passed unanimously by voice vote.**

TREASURY REPORT {07:14} -

for month ending January 31, 2017 -

The report is preliminary. Lake County Treasurer report was not available.

FUND # 7245 Operating Fund\$ 59,556.65

Note: Fund #7245 fund balance excludes January revenue; January expenditures posted.

2016 DNRC total funds \$20,153.68 are recorded in Fund #7245.

Following fund balances represent December, 2016 ending balance

FUND # 7244 Voted Levy (5 mills with sunset)\$ 90,596.17

FUND # 7246 Capital Improvement Fund \$ 16,371.05

FUND # 7243 Voted Levy Operating Fund \$ 29.64

Update treasury report balanced with Lake County Treasurer January, 2017 following meeting.

FUND # 7245 Operating Fund\$ 58,727.46

2016 DNRC total funds \$20,153.68 are recorded in Fund #7245.

FUND # 7244 Voted Levy (5 mills with sunset)\$ 91,298.92

FUND # 7246 Capital Improvement Fund \$ 16,398.33

FUND # 7243 Voted Levy Operating Fund \$ 29.69

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Check numbers 6423 - 6444 both inclusive issued 02/08/17 \$ 11,659.63
Represents January, 2017 claims

Public Safety:

Fire Chief payroll January 6, 20, 2017	\$2,200.00
Employer expense match SS & Medicare	\$ 168.30
Quick books processing fee	\$ 3.50

A101 Revenue Receipts:

Fund #7245

1/13/17 Receipt #A101-102069 Easthaven Baptist Church \$150.00

Rent stipend Oct, Nov, Dec Big Arm Fire Station

Freightliner obligation to operating fund from DNRC revenue

Delivery transportation	1,850.00	
License plate	20.00	
AutoZone batteries, etc.	465.95	2 batteries purchased w/components (2 batteries donated w/components by AutoZone)
Polson Auto Parts	46.86	
Total to date	2,382.81	{Same as November, 2016; no current activity}

2016-1099 misc were issued to vendors and contractors in accordance with standard procedure. All vendors who supplied services (not goods) were contacted for a W9 and if necessary a 1099 was issued. Davis&Brown CPA's completed and e-filed the 1099's. Furthermore independent contractors are obligated to provide proof of work comp coverage -or- an exempt certificate which states the individual is releasing the District of work comp liability. The forms are available at the local Job Service Office. For new vendors/contracting, it would be advisable to require a W9 and proper work comp document prior to the first payment.

Real Property Tax Collections -

The collections to date 12/31/16 are at 57 percent of the real property tax anticipated revenue and booked collections. Past years the collections were at 55 percent.

Report data provided by Lake County Treasurer

Booked/collected

Record date: December 31, 2016

	Booked	Collected	Outstanding
Fund # 7244			
2016 Real Property Tax	\$65,074.75	\$36,893.33	\$28,181.42
Fund # 7245			
2016 Real Property Tax	\$136,396.64	\$77,328.37	\$59,068.27

Trustee Konitz requested a July to December, 2016 expenditure budget report. Bonnie plans to reconcile the expenditures and email the report. **Trustee Nelson motion to approve treasury report. Trustee Konitz second. Motion passed unanimously by voice vote.** Vice-chair Roberts thanked Bonnie for the report.

CHIEF'S REPORT {16:55} – Chief Laisy reported January, 2017 Polson Rural responded to 13 calls; a decrease from the 36 calls in December; however more than January, 2016. The January, 2017 calls included 5 vehicle accidents, 2 structure fires, 1 structure fire standby with City of Polson, 1 smoke alarm, 1 ambulance assist, 2 public assists, and 1 ice rescue. Training included monthly truck checks, vehicle accident training with extraction vests and back boarding, ice rescue included in house training one evening and a field trip to Big Arm to work with the suits in water and ice. The EMR classes are ongoing Friday and Sunday evenings each week. Missoula Rural Fire loaned the district a manikin and charts to facilitate the EMR classes. Maintenance – brush truck #314 boxes were painted and re-lettered; brush truck #316 repaired plumbing and valve; SCBA 6 tanks and 4 SCBA packs are in service. In process of building a RIT pack for emergency rapid intervention operations. The RIT pack is a SCBA with a mask, longer hose extension, and tools to rescue firefighters that may have gotten trapped in a building. The RIT packs are a new addition to operations. Two SCBA tanks with valve were purchased for \$500; typically a tank is \$1,000 and the valve is \$220. The tanks have a 75 percent life span remaining. The tanks were re-certified and a substantial savings was realized. The department has all the tanks and packs necessary to operate effectively and safely. A few additional masks are needed. Truck #300 and #301 were serviced with filters, etc. The ice rescue protocol dispatch is for ice rescue only pertaining to lakes and rivers which border the rural district. Water rescue in the summer does not have a dispatch. Tire replacement for engine #313 damaged at a wildland call. Tires for Engine #316 will be analyzed prior to wildland season. Chief Laisy provided an artist conception proposed by the building committee. The building committee for Station Number 4 included five residential taxpayers and two firefighters. The station will provide a meeting room for public use, bathroom, call desk, three bays, and a storage deck. Trustee Konitz suggested the large overhead door bay provide a drive thru. Currently the land parcel has an irregular shape which may be difficult to accommodate a drive thru bay. The building/land will be explored further. The drawing is preliminary for the membership to review. Vice-chair Roberts requested a report on the ice rescue training in Big Arm. Capt. Hoel reported 20 volunteers participated in the training which was primarily to familiarize volunteers with the suits and ask questions. The main goal was for the participants to feel comfortable in the suits and experience an ice rescue operation. Recently two ice rescue suits are available at the Big Arm Station Number 2. Trustee Nelson suggested bid requests for tire purchases. Tom Eddy requested status of the website. Chief Laisy has not accessed the website. The agenda and minutes are posted to the website. Public comments indicate the website is updated and accessible. Mr. Eddy indicated the February meeting agenda was not posted on the website. Also the 2006 minutes are not posted on the website. Paul indicated the link with the 2006 minutes is not available. Chief Laisy and Tom Eddy plan to meet with Lake County IT to complete the website restoration including the 2006 minutes.

MEMBERSHIP REPORT {34:10} – Capt. Hoel reported the membership met last evening. The membership voted to purchase 15 voice amplified mics as a communication device on the SCBA units. The mics will be in service in two to three weeks. The cost of the mics is \$2,400. The membership donation drive funds were utilized to purchase the mics and an ice rescue suit. The drive is progressing well. Donations will be used to purchase additional items for the district. The membership received several thank you letters for service to the community. Michael Hingiss attended a two week Emergency Management Training and Professional Development course at the

National Fire Academy in Emmitsburg, Maryland. The course is offered for Emergency Management Certification.

Old Business:

TRUCK COMMITTEE UPDATE {36:32} – Chief Laisy reported the freightliner tank dimensions and bid specification are complete. One bid was received with additional bids anticipated. The pump information was received this past week. The pto on the transmission to drive the pump at the correct rpm stationary at a structure fire at 1,000 gallons per minute or moving at a grass fire at 200 gallons per minute with the specifications are complete. Therefore the district should decide to purchase a pump and a tank; although there is no immediate need. The pump purchase and plumbing installation will be prior to the tank installation. Vice-chair Roberts commented initially the project was to be completed as a whole project and not piece meal. Chief Laisy would like to purchase the major components. Vice-chair Roberts noted currently there is no housing for the freightliner. The committee completed the project at the request of the board. Trustee Konitz commented items i.e. winch offered for sale. Chief Laisy indicated none of the items have been removed. The items will be sold, although a price has not been established.

BUILDING COMMITTEE UPDATE – Discussed in chief's report.

FIREFIGHTER RETENTION COMMITTEE {42:25} – Capt. Hoel reported the seven member committee met and scheduled an awards banquet for volunteers and spouses at the Elk's Club April 1st. The committee voted on the firefighter of the year and rookie of the year. Other awards will be years of service, chief's award, most training hours, and specialized training firefighter I and firefighter II. It's a time to thank members for their service, contributions and achievements. Items purchased on line provide cost savings. The awards will be completed in house. The banquet will not be open to the public due to limited seating at the Elk's. The meal is approximately \$20 a plate. Estimated total cost for the event is \$1,300 to \$1,500.

Truck #301 Capt. Hoel reported the truck is parked in back at the station and needs additional repairs. Chief Laisy is working on a response plan to get the officers initially to the scene. The department plans to eliminate use of Truck #301 due to additional repair costs. Chief Laisy confirmed the response units are maintained and ready to respond. Recently the city fire department had engine maintenance issues during a response. The rural provided assistance and standby for the structure fire and will provide assistance upon request during the city engine repairs.

New Business: {47:44} None.

Public Input on Non Agenda Items: {48:01} – None.

Announcements: {48:18}

Meeting schedule -April and October meeting location will be at Station #2 in Big Arm

Chief's tip of the Month:

Drive careful! The winter weather conditions are hazardous to health and vehicles. This winter two or three chimney fire were reported.

Smoke detectors Chief Laisy confirmed disposal detectors have a ten year life. The replacement cost is reasonable.

Trustee Nelson will be absent at the March meeting.

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On behalf of the board, Trustee Konitz thanked all the firefighters for all the maintenance on the vehicles. It is a great savings.

Adjourn: (51:06} – Trustee Konitz motion to adjourn. Trustee Nelson second. Motion carried unanimously by voice vote.

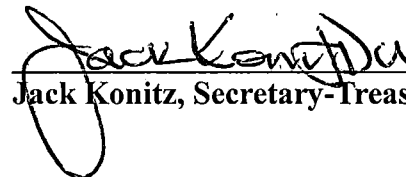
Vice-chair Roberts thanked everyone for attending.

ADJOURN: 7:53 p.m.

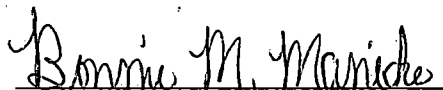
Next regular scheduled meeting March 8, 2017 7:00 p.m. at Fairgrounds Station Number 1.



Ron Roberts, Vice-Chair



Jack Konitz, Secretary-Treasurer



Bonnie M. Manicke, Recorder

Polson Rural Fire District

25B Regatta Road Polson, MT 59860 406.883.4244

AGENDA

Polson Rural Fire District Trustee Monthly Meeting
February 08, 2017 at 7:00 p.m. Station #1 Fairgrounds Station

Trustee Meeting Includes:

Review Minutes – January 11, 2017,
Communications
Review & Approve Claims
Treasurer's Report
Chief's Report
Membership's Report (any requests for the board)

Old Business Including:

Update Truck Committee
Update Building Committee
Update Firefighter retention committee

Reiterate April and October meeting location will be at Station #2 (Big Arm)

New Business Including:

Public Input on Non Agenda Items:

Adjournment:

Chief's tip for the Month: "Test your smoke alarms and shake your fire extinguisher monthly!
"It is your attitude at the beginning of a difficult task which, more than anything else, will affect its
successful outcome" William James

**All residents of the Polson Rural Fire District and interested general public are encouraged to attend. Resident's questions and ideas help to keep the trustees informed and assist them in formulating their decisions. Any member of the public wishing to submit items for Board review/consideration needs to submit them to the Board Secretary-Treasurer Jack Konitz (email sskonitz@gmail.com) at least ten (10) days in advance of the meeting. For a full text of approved minutes contact board clerk find available at county court house, or locate on county website! For a view of the upcoming agenda please go to <http://www.lakemt.gov/prfd/>

Record date claims: 1/31/17

Approved: 2/08/17 RFB meeting

Mailed 2/10/17

Check Num	Description	Memo	Category	Amount
6423	Century Link	Acct#411978591 883-4244 Fairgrounds Stn #1 landline	317 Phone (Landline) - Fairgrounds Stn.	-66.52
6424	City Of Polson	Utility Billing Acct 7304 FairgroundsStnFillSpoutJan, 2017	316 Water Fill Spout - Fairgrounds Stn.	-61.34
6425	Complete Wireless Tech	Inv#91009 Ser#672THL1422 radio rpr	206 Radios & Pagers, Repair	-120.00
		Inv#91009 min V Ser# 136WKR346 align	206 Radios & Pagers, Repair	-75.00
		Inv#91009 2-pager belt clips	206 Radios & Pagers, Repair	-30.00
		Info: rpr internal connections, align & test	206 Radios & Pagers, Repair	
6426	Cosner Comtech, Inc	Inv#29730 license filing fee	206 Radios & Pagers, Repair	-245.00
		Inv#29730 license public safety coordination	206 Radios & Pagers, Repair	-450.00
		Inv#29730 license public safety concurrence	206 Radios & Pagers, Repair	-130.00
		Info: Call sign WQWN961 modification of license to move repeater to Jette Hill	206 Radios & Pagers, Repair	
6427	Davis & Brown CPAs PC	Inv#12696 1/04/17 Payroll for Paul w/reports	345 Payroll Accounting Fire Chief Salary	-15.47
		Inv#12696 1/06/17 calculate Fed Pyl tax	345 Payroll Accounting Fire Chief Salary	-5.80
		Inv#12696 1/12/17 4th quarter pyl rpts efile	345 Payroll Accounting Fire Chief Salary	-58.00
		Inv#12696 1/12/17 yr end pyl rpts & W-2 efile	345 Payroll Accounting Fire Chief Salary	-160.08
		Inv#12696 1/18/17 Payroll for Paul w/reports	345 Payroll Accounting Fire Chief Salary	-18.37
		Inv#12696 1/31/17 1-1096 efile	345 Payroll Accounting Fire Chief Salary	-25.00
		Inv#12696 1/31/17 5-1099S@ 5.50 efile	345 Payroll Accounting Fire Chief Salary	-27.50
		Inv#12696 1/31/17 postage mail 1099	345 Payroll Accounting Fire Chief Salary	-2.30
6428	Dive Rescue International	Inv#173155 2-ice command rescue suits	204 Turnouts Structure & Wildland	-1417.40
		Inv#173155 2-pick-of-life	204 Turnouts Structure & Wildland	-39.80
		Inv#173155 1-rescue trainer recertification	204 Turnouts Structure & Wildland	-50.00
		Inv#173155 freight	204 Turnouts Structure & Wildland	-61.64
		NOTE Membership Ck#1055 paid \$759.42 of invoice	204 Turnouts Structure & Wildland	
6429	First Bank Card	Motorola charger	206 Radios & Pagers, Repair	-23.99
		Eng 314 light flasher	211 Vehicle Repair & Maint Supplies	-12.97
		Battery	211 Vehicle Repair & Maint Supplies	-24.00
		406-449-3468 MT criminal background check	508 Background Checks (New Firefighters)	-14.50
		2-Motorola batteries & clip belt	206 Radios & Pagers, Repair	-109.99
		Bars & steps unit#300 admin veh	211 Vehicle Repair & Maint Supplies	-138.79
		Message Brd for meeting room	320 Repairs & Maint. Fairgrounds Station	-5.99
		4-minitor V pager batteries	206 Radios & Pagers, Repair	-70.56
		1-minitor V pager batteries	206 Radios & Pagers, Repair	-17.39
		4-Scott 4.5 packs&harnesses	205 SCBA Equipment & Supplies	-900.00
		SCBA backpack	205 SCBA Equipment & Supplies	-93.99
		Cove Deli 1/21/17	332 Training	-97.40
		1-Scott SCBA 30 minute mfg date Dec 2012	205 SCBA Equipment & Supplies	-673.47
		SCBA thread saver	205 SCBA Equipment & Supplies	-29.65
		3-ropes w/back pack	204 Turnouts Structure & Wildland	-59.85

Check Num	Description	Memo	Category	Amount
6430	Innovative Contracting	Inv#201700104 1/01/17RemoveSnowFairgroundsStnApron	320 Repairs & Maint. Fairgrounds Station	-40.00
		Inv#201700104 1/01/17RemoveSnowFairgroundsStnLot	320 Repairs & Maint. Fairgrounds Station	-20.00
		Inv#201700104 1/01/17RemoveSnowBigArmStnApron	307 Repairs & Maint. - Big Arm Station	-40.00
		Inv#201700104 1/01/17RemoveSnowBigArmStnLot	307 Repairs & Maint. - Big Arm Station	-20.00
		Inv#201700104 1/01/17 Travel to Big Arm	307 Repairs & Maint. - Big Arm Station	-10.00
		Inv#201600103 1/08/17RemoveSnowFairgroundsStnApron	320 Repairs & Maint. Fairgrounds Station	-40.00
		Inv#201600103 1/08/17RemoveSnowFairgroundsStnLot	320 Repairs & Maint. Fairgrounds Station	-20.00
		Inv#201600103 1/08/17RemoveSnowBigArmStnApron	307 Repairs & Maint. - Big Arm Station	-40.00
		Inv#201600103 1/08/17 Travel to Big Arm	307 Repairs & Maint. - Big Arm Station	-10.00
		Inv#201700111 1/23/17RemoveSnowFairgroundsStnApron	320 Repairs & Maint. Fairgrounds Station	-40.00
		Inv#201700111 1/23/17RemoveSnowFairgroundsStnLot	320 Repairs & Maint. Fairgrounds Station	-20.00
		Inv#201700111 1/23/17RemoveSnowBigArmStnApron	307 Repairs & Maint. - Big Arm Station	-40.00
		Inv#201700111 1/23/17 Travel to Big Arm	307 Repairs & Maint. - Big Arm Station	-10.00
6431	Jette Services	January, 2017 weekly cleaning Fairgrounds Station	321 Cleaning Services - Fairgrounds Stn.	-125.00
6432	John Deere	Acct#11113-40551 1-replacement spout	211 Vehicle Repair & Maint Supplies	-14.99
6433	Mahugh Fire & Safety	4-knight hood	204 Turnouts Structure & Wildland	-164.00
		6-reflective glove straps	204 Turnouts Structure & Wildland	-72.00
		3-4AA LED streamlights	204 Turnouts Structure & Wildland	-99.00
		3-magestic pac II ultra carbonknit \$76./ea	204 Turnouts Structure & Wildland	-228.00
		4-med deerskin gloves	204 Turnouts Structure & Wildland	-62.00
		2-lrg deerskin gloves	204 Turnouts Structure & Wildland	-31.00
		2 xl deerskin gloves	204 Turnouts Structure & Wildland	-31.00
		1-med innotck 755	204 Turnouts Structure & Wildland	-74.00
		1-lgr innotck 755	204 Turnouts Structure & Wildland	-74.00
		1-xlrg innotck 755	204 Turnouts Structure & Wildland	-74.00
6434	Mission Valley Power	Acct #7207 Location #2806820000	302 Electricity - Big Arm Station	-149.88
		Acct #7207 Location #2876820001;2876820002 {2-security light	302 Electricity - Big Arm Station	-25.62
		Acct #7207 Location #2480744000	315 Electricity - Fairgrounds Station	-646.62
6435	Montana Ace Polson	Inv#117027932 Rope,#26282 PPE	204 Turnouts Structure & Wildland	-69.96
		Inv#117024352 Ice melt Split stn 1 & 2	320 Repairs & Maint. Fairgrounds Station	-17.97
		Inv#117024352 Ice melt Split stn 1 & 2	307 Repairs & Maint. - Big Arm Station	-17.97
		Inv#117026283 Stn#1 hinge res sq 3.5" & 4"	320 Repairs & Maint. Fairgrounds Station	-57.97
		Inv#117024713,027506,031016 Trk #316	211 Vehicle Repair & Maint Supplies	-110.06
		Inv#117030300 Trk #314	211 Vehicle Repair & Maint Supplies	-44.94
6436	Montana State Fund	Policy #03-434961-3 Inv#12533178 Work Comp Inst 3 of 4	506 Worker's Compensation	-1262.10
6437	Polson Auto Parts, Inc.	Inv#414298 Stn#1 gauge	211 Vehicle Repair & Maint Supplies	-28.09
		Inv#417495 Unit 300 Black ct	211 Vehicle Repair & Maint Supplies	-9.28
6438	Quik E'z Towing & Rpr.	Inv#8119 Computer&Electronics Scan&ResetTrk #301	211 Vehicle Repair & Maint Supplies	-65.00
		Inv#8119 mode fork part Trk#301	211 Vehicle Repair & Maint Supplies	-48.38
		Inv#8119 overnight ship Trk #301	211 Vehicle Repair & Maint Supplies	-75.76
		Inv#8119 hub assembly Trk #301	211 Vehicle Repair & Maint Supplies	-72.92
		Inv#8119 ship parts Trk #301	211 Vehicle Repair & Maint Supplies	-14.00
		Inv#8119 3-qt automatic trans fluid Trk #301	211 Vehicle Repair & Maint Supplies	-20.34
		Inv#8119 6.9 labor for repair Trk #301	211 Vehicle Repair & Maint Supplies	-538.20
		Inv#8119 Envir disposal	211 Vehicle Repair & Maint Supplies	-3.00
		Inv#8119 shop supplies	211 Vehicle Repair & Maint Supplies	-19.67
6439	Republic Services	Acct #3-0889-0014329 Inv#0889-001882483	319 Disposal Service - Fairgrounds Stn.	-57.80

Check Num	Description	Memo	Category	Amount
6440	Unifire, Inc.	Inv#9062089 1-fire hook	204 Turnouts Structure & Wildland	-11.88
		Inv#9062089 6-pair various gloves	204 Turnouts Structure & Wildland	-302.25
		Inv#9062089 shipping	204 Turnouts Structure & Wildland	-13.00
		Inv#9062030 4-gloves	204 Turnouts Structure & Wildland	-268.00
		Inv#9062030 4-vests	204 Turnouts Structure & Wildland	-79.76
		Inv#9062030 3-streamlight 4AA	204 Turnouts Structure & Wildland	-74.04
		Inv#9062030 4-majestic pac II ultra carbonknit	204 Turnouts Structure & Wildland	-138.60
		Inv#9062030 shipping	204 Turnouts Structure & Wildland	-12.00
6441	UPS Store	Jan, 2017 Inv#10676 shipping	206 Radios & Pagers, Repair	-123.00
6442	Valley Business Sys	Inv#J35990 1-HP131A black tonerChg 1/11/17	220 Office Supplies	-95.00
6443	Wal Mart Polson	Transaction 6132 2-30 gal trash bags	201 Operating Supplies	-26.94
		Transaction 6132 paper towels	201 Operating Supplies	-14.97
		Transaction 6132 pretzel sticks	201 Operating Supplies	-1.98
6444	WEX Bank	Truck #308	210 Gas, Diesel,Oil	-12.22
		Truck #333	210 Gas, Diesel,Oil	-13.33
		Truck #300	210 Gas, Diesel,Oil	-79.39
		Truck #316	210 Gas, Diesel,Oil	-18.15
		Truck #313	210 Gas, Diesel,Oil	-50.28
		Truck #301	210 Gas, Diesel,Oil	-141.40
		Truck #314	210 Gas, Diesel,Oil	-25.92
		Truck #318	210 Gas, Diesel,Oil	-40.01
		Truck #326	210 Gas, Diesel,Oil	-31.23
		Total Claims		-11659.63

January, 2017 payroll – Lake County accounting report

	Category	Amount
Public Safety Fire Chief Payroll		
Fire chief payroll Jan. 6 & 20, 2017	112 Salary	1775.70
Employee fed tax withholding, soc sec, medicare	112 IRS	342.30
Employee state tax withholding	112 State tax	82.00
Sub-total gross payroll		2200.00
Employer expense match SS & Medicare	140 IRS employer	168.30
Quickbooks processing fee	300 fee	3.50
Total Payroll		2371.80